

South Ayrshire Council Proposed Local Development Plan

Online Representations User Guide



Skip to Content | Skip to Page Navigation | Access Keys | Browsealoud | FAQ | Site Map

Search website

Home | A to Z | Contact Us | Council | GIS and Maps | News and Events | [Login / Register](#) [Who Said What?](#) [Help](#) [Print](#)

Consultation Home

Welcome to South Ayrshire's Consultation Portal. Listed within this welcome page are all the consultation events. These can be filtered by selecting an option from the 'Show Consultations for:' box below. Consultations can take the form of documents, questionnaires/surveys or forums on a given topic. You can search the entire Consultation Portal using the 'Search' box above. You can also search for Comments, Consultees and Agents by clicking on 'Who Said What?' above. In some instances, you will be asked to register or log in before being able to participate in a consultation event. To register please click on the 'Register' link within the 'Login' section.

Site Tour

Search

Advanced Search

Consultation

Proposed Local Development Plan Consultation Event 21/08/12 12:25 22/10/12 08:45 open

Number of items to display: Page of 1 Displaying 1 to 1 of 1 items

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[Back to Top](#)

You will need to register to make online comments and representations.

- First you need to register your details
- If you have previously registered you need to login
- To register select the Login/Register button near the top of the screen

Skip to Content · Skip to Page Navigation · Access Keys · Browsealoud · FAQ · Site Map

south
AYRSHIRE 

Home | A to Z | Contact Us | Council | GIS and Maps | News and Events |  [Login / Register](#) |  [Who Said What?](#) |  [Help](#) |  [Print](#)

Consultation Home

Welcome to South Ayrshire's Consultation Portal

Listed within this welcome page are all of the consultation events. These can be filtered by selecting an option from the 'Show Cons' dropdown box below.

Consultations can take the form of documents, questionnaires/surveys or forums on a given topic. You can search the entire Consultation Portal using the 'Search' box above. You can also search for Comments, Consultees and Agents by clicking on 'Who Said What?' above.

In some instances, you will be asked to register or log in before being able to participate in a consultation event. To register please click on the 'Register' link within the 'Login' section.

Subject: **Status:** **Keywords:**  [Search](#) 

[List View](#) [Date View](#)

Consultation	Start	End	Status
<input type="checkbox"/> Proposed Local Development Plan Consultation Event	21/08/12 12:25	22/10/12 08:45	 open

Number of items to display: Page of 1 Displaying 1 to 1 of 1 items

Share this page:      [What are these?](#)

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To register your details select [Login / Register](#)



Select Register

Login

Username: Password:



Skip to Content - Skip to Page Navigation - Access Keys - Browsealoud - FAQ - Site Map

Search website Search

South Ayrshire

Home | A to Z | Contact Us | Council | GIS and Maps | News and Events | [Login / Register](#) | [Who Said What?](#) | [Help](#) | [Print](#)

Consultation Home

 Site Tour 

Registration

Registering with this site has many key benefits including the option to participate in "sign-in required" consultations and the ability to save, track and manage your comments.

Simply select the registration option that applies to you:

Consultee
Register as a consultee if you wish to make comments expressing:

- your own opinions (i.e. personal views) or the opinions of your organisation (i.e. views expressed on behalf of the organisation that you work within).

Note: This can include your client's views and those of individuals / organisations who have given you authority to express their views.

 Register as Consultee  Register as Agent

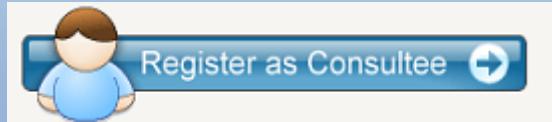
Agent
Register as an agent if you will be making comments on behalf of:

- other individuals that you represent or
- third-party organisations that you manage

Note: This can include your client's views and those of individuals / organisations who have given you authority to express their views.

 Register as Consultee  Register as Agent

If you are a person or organisation making comments and representations on behalf of yourself click



or

If you are making comments and representations on behalf of a client click



Consultee Registration

Please complete the following information and select OK. We will then send you an activation email to confirm your account.

My Account

Name & Email

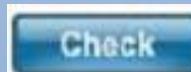
Title	<input type="text"/>	
Given Name	<input type="text"/>	
Family Name	<input type="text"/>	 
Email Address	<input type="text"/>	 
Username	<input type="text"/>	 
Password	<input type="text"/>	 
Confirm Password	<input type="text"/>	 
<p>I agree to all of the Terms and Conditions of registering</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>		
<p>* denotes required field</p>		 OK

Please read the terms and conditions of making online representations.

Fill in your details.

Choose a username and password.

Check to see if the username is already in use. If it is you will need to choose another.



Check

The message below will appear on screen.

Consultation Home

Site Tour

Comments

Take a tour

Play

Consultee Registration

Thank you for taking the time to register. You will shortly receive your activation email.

Please click on the activation link in this email to activate your account. This will enable you to update your contact details and submit comments.

Terms and Conditions

Powered by Limehouse Software ©

**You will then be sent an activation email to the email address you registered
(this will come from consult@objective the software provider)**

Extra line breaks in this message were removed.

From: consult@objective.co.uk
To: Bailey, Gareth
Cc:
Subject: South Ayrshire Consult Registration

Dear Mr Gareth Bailey

You are now registered on the South Ayrshire Consult system.

In order for your account to be activated please click the following link:

<http://south-ayrshire-consult.limehouse.co.uk/common/activate.jsp?guid=F298112E-F206-8E45-A9FF-6019ECA7B2D6>

If the link appears to be broken, please try copying the entire link into the address bar on your web browser.

This e-mail has been automatically generated by the Consult software.

The information contained in this e-mail or in any attachments is confidential and is intended solely for the named addressee only. Access to this e-mail by anyone else is unauthorised. If you are not the intended recipient, please notify the administrator and do not read, use or disseminate the information.

Opinions expressed in this e-mail are those of the sender and not necessarily the company. Although an active anti-virus policy is operated, the company accepts no liability for any damage caused by any virus transmitted by this e-mail, including any attachments.

Click on the link to activate your account

If you don't click on this link you will not be able to make comments and representations online



Login using your username and password



Login

Username: Password:

[Register](#) [Forgotten Password?](#) [Forgotten Username?](#)

[Close](#)

Fill in your details

If you are representing an organisation please select the Organisation button

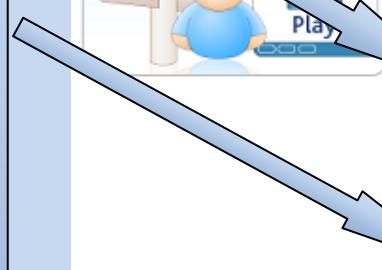
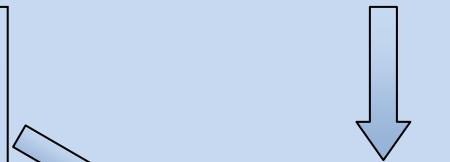
You must provide a postal address. Even if you prefer to receive all contact via email.

Please note:

Your contact details may be passed to the Scottish Government's Directorate of Planning and Environmental Appeals (DPEA) they may wish to invite you to an Examination in Public to discuss your representation. Your representation including your name and address will become publicly available.

Please select either Email or Letter

This allows us to contact you regarding this consultation and future events.



My Details

Please fill in your contact details to complete your account registration and begin making comments.

My Account

Organisation / Individual

Views submitted as Organisation Individual

Address

Address Type

Address Line 1

*

Address Line 2

Address Line 3

Post Town

*

County

Post Code

*

Other Contact Details

Phone Number

Mobile Phone Number

Fax Number

Method of Contact

Also Register Me With

Partners There are no other organisations available to "also register with".

* denotes required field



You have now completed the registration process and are able to make comments and representations online

Consultation Home

Finish

You have now completed your registration.

OK

To continue and view documents and make comments and representations click here

To log out and return later click here

To edit your account details click here

Here you can view comments and representations you have made. To edit your details click 'My Details'.

All Comments

- Draft (0)
- Submitted (0)
- Processed (0)
- Inadmissible (0)

My Details

Logout My Account

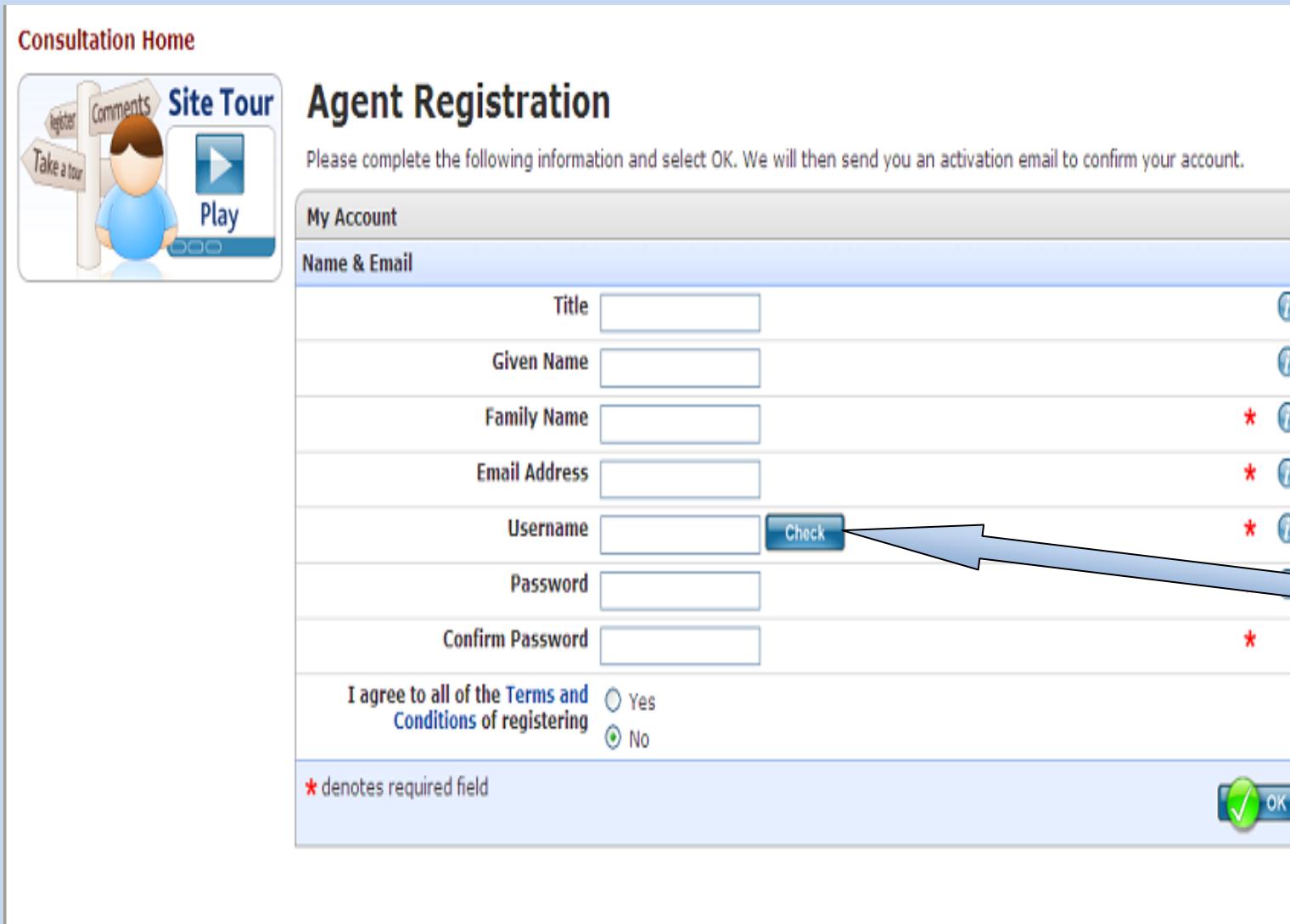
Search website

Home A to Z Contact Us Council GIS and Maps News and Events

Logout My Account Who Said What? Help Print

Agent Registration ONLY

Consultation Home



Agent Registration

Please complete the following information and select OK. We will then send you an activation email to confirm your account.

My Account

Name & Email

Title	<input type="text"/>	
Given Name	<input type="text"/>	
Family Name	<input type="text"/>	*
Email Address	<input type="text"/>	*
Username	<input type="text"/>	*
Password	<input type="text"/>	*
Confirm Password	<input type="text"/>	*

I agree to all of the [Terms and Conditions of registering](#) Yes No

* denotes required field

Check

OK

Fill in your details.

Choose a username and password.

Check to see if the username is already in use. If it is you will need to choose another.

Check





Agent Registration

Thank you for taking the time to register. You will shortly receive your activation email.

 Please click on the activation link in this email to activate your account. This will enable you to update your contact details and submit comments.

**You will then be sent an activation email to the email address you registered
(this will come from consult@objective the software provider)**



Click on the link to activate your account

If you don't click on this link you will not be able to make comments and representations online



Logout My Account Who Said What

Consultation Home

Site Tour Play

My Details

Please fill in your contact details to complete your account registration and begin making comments.

My Account

Organisation / Individual

Views submitted as Organisation Individual

Company / Organisation

Position Other

Address

Address Type

Address Line 1 *

Address Line 2

Address Line 3

Post Town *

County

Post Code *

Other Contact Details

Phone Number

Mobile Phone Number

Fax Number

Method of Contact Email

Also Register Me With

Partners There are no other organisations available to "also register with".

* denotes required field

OK

Please select either
Email or Letter
This allows us to contact you
regarding this consultation and
future events.

Fill in your details

If you are representing an organisation please select the Organisation button

You must provide a postal address. Even if you prefer to receive all contact via email.

Please note:

Your contact details may be passed to the Scottish Government's Directorate of Planning and Environmental Appeals (DPEA) they may wish to invite you to an Examination in Public to discuss your representation. Your representation including your name and address will become publicly available.

A letterhead will be created based on the information you have provided

Consultation Home

My Account

Step 2 of 3

My Details

My Letterhead

My Consultees

My Letterhead

These settings allow you to personalise PDFs printed from the Consultation Portal. A combination of address details, contact details and your own logo can be used to form a letterhead at the top of the document.

Select 'edit' to customise the letterhead with your contact details and logo or select 'next' to continue.

Joe Bloggs LTD
The Studio
Ayr
KA7

23/08/12 12:29

Letterhead loading...

Edit **Next**

My Account

My Letterhead

Contact details to display Address Phone Number Mobile Phone Number Fax Number Email Address

Include date Yes No

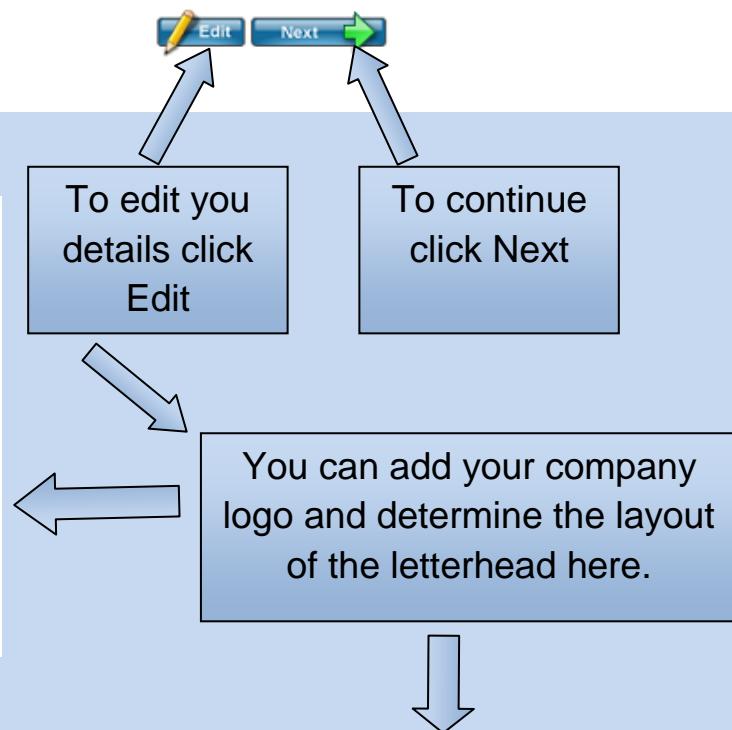
Your logo **Upload:** **Browse...**

Alignment of your logo 

Alignment of your contact details 

* denotes required field

OK



Agents Entering Clients Details : The consultation system refers to individuals as consultees. You can add an individual consultee by managing my account. When registering you will be asked for details of any clients.

Consultation Home

My Account
Step 3 of 3

- My Details**
- My Letterhead**
- My Consultees**

My Consultees

You need to select a consultee before you can make comments
Here you can create and manage your consultees.

 **Create New Consultee** 

Click here to add client details

Create Consultee Account

Please complete the following information to create the organisation or individual that you represent.

My Account

Organisation / Individual

Views submitted as Organisation Individual

Name & Email

Title	<input type="text"/>	
Given Name	<input type="text"/>	
Family Name	<input type="text"/>	
Email Address	<input type="text"/>	

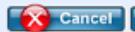
Address

Address Type	<input type="text" value="Unspecified"/>	
Address Line 1	<input type="text"/>	*
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Post Town	<input type="text"/>	*
County	<input type="text"/>	
Post Code	<input type="text"/>	*

Other Contact Details

Phone Number	<input type="text"/>
Fax Number	<input type="text"/>

* denotes required field

Fill in the relevant details for your client. This allows the system to link your comments to the client you are representing.

Please note:

Clients contact details will not be disclosed. By commenting on behalf of a client their details may be passed to the Scottish Government's Directorate of Planning and Environmental Appeals (DPEA) they may wish to invite you to an Examination in Public to discuss your representation. Your representation including your name and address will become publicly available.

Agents: Client Details. The consultation system will show you a list of clients you have registered.

To edit your Agent details click here

Consultation Home

Logout My Account Who Said What? Help Print

Representing: Mr G Bailey

My Account

Step 3 of 3

My Details
My Letterhead
My Consultees

My Consultees

You need to select a consultee before you can make comments

Here you can create and manage your consultees. When you are ready start making comments.

Name	Draft	Submitted	Processed	Inadmissible	Edit	Delete
Mr Gareth Bailey	0	0	0	0		
Mr G Bailey	0	0	0	0		

 Create New Consultee 

To add more clients click here

A list of your existing clients are displayed here with information on the status of comments and representations.

You can edit your clients details or delete them from the list here